



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104  
(+632) 8461 2800 and (+632) 8461 2900 • [r4d@bar.gov.ph](mailto:r4d@bar.gov.ph)

**SPECIAL ORDER**

No. 13  
Series of 2024

**SUBJECT : DESIGNATION OF MR. ROBERTO S. QUING, JR. AS OFFICER-IN-CHARGE (OIC) ASSISTANT HEAD OF THE ADMINISTRATIVE AND FINANCE DIVISION (AFD)**

In the interest of service, **MR. ROBERTO S. QUING, JR.**, Accountant III, is hereby designated as the OIC-Assistant Head of the Administrative and Finance Division (AFD), in concurrent capacity with his designation as the unit head of the AFD-Accounting Unit.

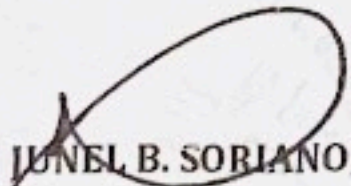
In view of the above, **Mr. Quing** shall perform the functions, duties and responsibilities inherent to the designation and such others as directed by the undersigned.

He shall be entitled to travelling expenses, communication expense, per diems, and incidental expenses that may be incurred in the performance of his functions, duties and responsibilities as AFD OIC-Asst. Head, chargeable against DA-BAR funds and other available funds subject to existing government accounting and auditing rules and procedures.

All officials and staff of the bureau are hereby advised of this designation and directed to give their full support and cooperation to Mr. Quing in the performance of his duties and responsibilities.

This Order shall take effect on **immediately** and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 13th day of January 2024.

  
**JUNEL B. SORIANO, PhD**  
Director



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**Officer-In-Charge (OIC), Assistant Division Head  
Administrative and Finance Division (AFD)**

**Terms of Reference:**

- Assist in overseeing the day-to-day operations and liaison between and among the units under the AFD.
- Assist in monitoring the calendar of major administrative and finance-related activities;
- Lead the development and monitor the implementation of financial policies and procedures;
- Spearhead the timely preparation, regular monitoring, and proper implementation of the following:
  - Budget Execution Documents (BEDs 1, 2, 3)
  - Work and Financial Plans (WFPs) related to administration and finance
  - Annual Procurement Plans for Common-use Supplies and Equipment (APP-CSE)
  - Project Procurement Management Plans (PPMPs)
- Provide the management with periodic reports on the bureau's financial obligations (i.e. monthly fund utilization, status of liquidation, procurement monitoring report, among others);
- Represent the OIC-Head, AFD in committee and management meetings in the event that the OIC-Head, AFD is indisposed or attending to other official business.

